



File No.5-ITPO(3)/E-I/2025  
**India Trade Promotion Organisation**  
(Administration Division, E-I Section)

Bharat Mandapam, New Delhi  
09 September 2025

**Office Order No. Admin/ 662 /2025**

The Competent Authority has approved the following amendment in ITPO Leave Rules 9(a) relating to encashment of Earned Leave:

Existing ITPO's Leave Rules, Point No.9(a)	Amended ITPO's Leave Rules, Point No.9(a)
"Except on retirement and death while in service, a regular employees (other than a temporary employee, a daily wage/contract employee, trainee or an apprentice) will be allowed encashment of EL at his/her credit once in a calendar year provided that the quantum of leave to be encashed is not more than 50% of the Earned Leave at credit or 20 days earned leave whichever is less, with the proviso that the balance of at least 30 days Earned Leave should remain at his/her credit after allowing encashment of Earned Leave."	"Except on retirement and death while in service, a regular employees (other than a temporary employee, a daily wage/contract employee, trainee or an apprentice) will be allowed encashment of EL at his/her credit once in a calendar year provided that the quantum of leave to be encashed is not more than 50% of the Earned Leave at credit or 30 days earned leave whichever is less, with the proviso that the balance of at least 30 days Earned Leave should remain at his/her credit after allowing encashment of Earned Leave."

*Pushpam* 09/09  
(Col. Pushpam Kumar, SM(Retd.)  
Sr. General Manager/L.O.

To:  
All ITPO Officials

Copy to:

1. All HoDs
2. All Regional Offices
3. Finance & Accounts Division/E-II Section/Vigilance
4. IT Services Division – For uploading on ITPO's Website
5. Office Order Register
6. Notice Boards

Copy of information to:

1. PSO to CMD